

## HOW DO I ... Use the Online Directory with my smart phone?

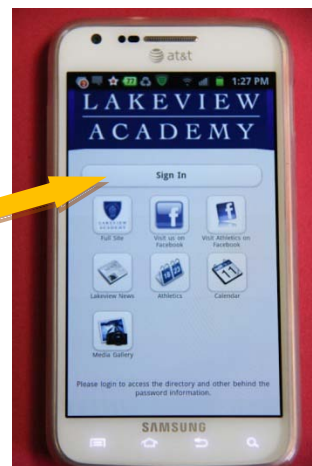
### Step 1:

Using your smart phone's web browser, go to **www.lakeviewacademy.com**.

### Step 2:

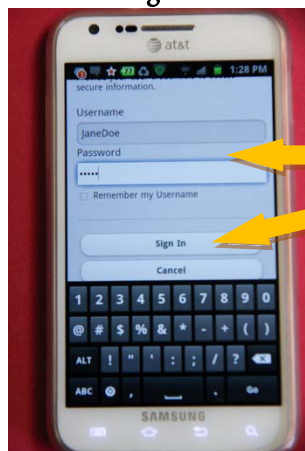
When the Lakeview Academy mobile site appears, click the “**Sign In**” button as illustrated to the right.

[NOTE: If you have an iPhone 4 or later, you have to set your phone to accept cookies, otherwise, you can't sign on. To check your settings go to *Settings>Safari>Accept Cookies* make sure your setting is “*from visited*” or “*always*”.]



### Step 3:

Enter your **user name** and **password** (the same one you use on your desktop computer to login to the website). Click the “**Sign In**” button once you have entered both your user name and password.



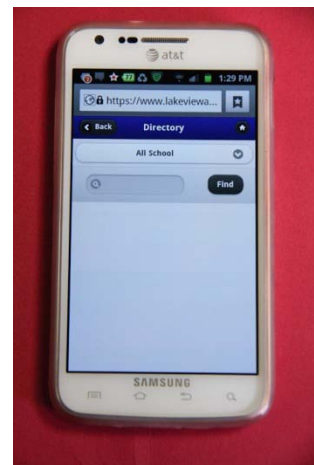
### Step 4:

Once you are “behind the password,” you will have more menu items on your screen including the Lakeview Directory. Click/choose “**Lakeview Directory**.”



### Step 5:

After the screen refreshes, the “All School” directory will be displayed.

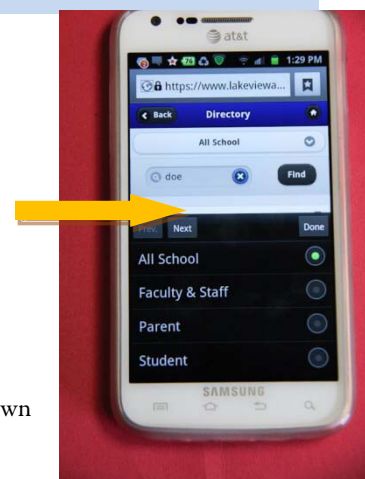


## How is the directory structured?

There are currently five separate directories available to search:

- All School (includes all parents, students, teachers and staff)
- Alumni (only available to alumni)
- Faculty and Staff
- Parent
- Student

Search from the **All School Directory** or choose a different directory by clicking the down arrow next to “All School” at which point the other directories will be shown.

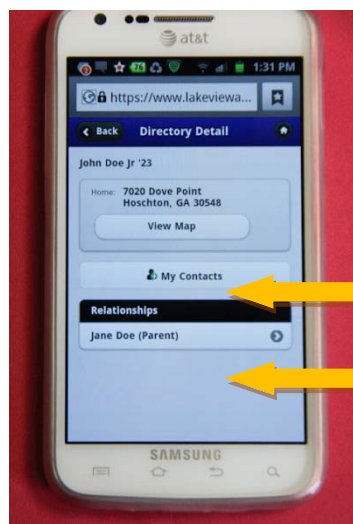


## Step 6

### How do I find someone in the directory?

To find an individual in the directory simply **type** all or part of that person's **name** into the “Find” box. Click the “**Find**” button.

Everyone in the directory with that name (either first or last or a portion of that name) will appear below the search box. Click the name of the person for which you are searching, or click the arrow to the right of the individual's name.



Basic publishable information will appear for that person such as his/her home telephone number, address with map, and the option to add to “**My Contacts**” or **send a text message**.

You can also click “**View Maps**” to see a map or get driving directions.

Click “**More**” to see “**Relationships**” and any education or business information on file.

Click “**Relationships**” to see parents, children, siblings and other individuals related to the searched person. If you click the name of an individual or the arrow next to one of the individuals in the *Relationships* area, that individual's information will be shown.